



**DEPARTMENT OF VETERANS AFFAIRS**  
*Southeast Louisiana Veterans Health Care System*  
*1601 Perdido Street*  
*New Orleans, LA 70112*

**VACANCY ANNOUNCEMENT 06-194**

**OPENING DATE: 09/22/06**

**CLOSING DATE: 09/29/06**

**POSITION: Human Resources Specialist, GS-201-07 target 09 or GS-09**

**PROMOTION POTENTIAL: GS-09**

**SALARY RANGE: GS-07: \$35,116 - \$45,648 Per annum**  
**GS-09: \$42,955 - \$55,846 Per annum**

**DUTY LOCATION: Southeast Louisiana Veterans Health Care System, New Orleans, LA**

**TOUR OF DUTY: Monday thru Friday, 7:30 a.m. to 4:00 p.m.**

**NUMBER OF VACANCIES: 1**

**AREA OF CONSIDERATION: Southeast Louisiana Veterans Health Care System Employees**

**DUTIES:** Incumbent is primarily responsible for performing a variety of duties that requires knowledge of theories, principles, practices, and techniques as it relates to Worker's Compensation Programs, Federal Retirement Systems, Leave Programs, and other processes in the Human Resources environment at the Southeast Louisiana Veterans Health Care System. Responsible for analyzing and administering the facilities Worker's Compensation Program focusing attention on efficient program administration and methods to minimize the OWCP program expenses through numerous proactive interventions that require coordination of action between a variety of individuals including management officials, employees, OWCP physicians, program officials rehabilitation agencies, etc. Reviews all compensation claims submitted, assuring timely and proper filing. Counsels injured workers on their entitlements/responsibilities and discusses OWCP program/case problems with the appropriate Service Line/Corporate Function Manager. Serves as the contact person with the Department of Labor and its contract Rehabilitation Specialists. Coordinates with the HRM staff to evaluate costs and reduce the number of compensation costs paid by the organization. Prepares feedback reports to management regarding injury compensation issues. Coordinates with the Safety Office to ensure that management is enforcing safety rules. Works with the retirement specialist when an on-the-job injury results in death; advises and assists survivors to

obtaining benefits.

**QUALIFICATION REQUIREMENTS:** OPM's Group coverage qualification Standard for Administrative and Management Positions. One year of specialized experience equivalent to at least the next lower grade level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.

**TIME-IN-GRADE:** 52 weeks at the next lower grade

**DRUG-FREE WORKPLACE:** The VA has established a Drug-Free Federal Workplace Policy. All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA for a period of six months. This policy extends to random testing for the use of illegal drugs by employees who occupy testing designated positions defined as sensitive in Section 7(d) of Executive Order 12564.

**ENGLISH LANGUAGE PROFICIENCY:** Proficiency in the English language is required for direct patient care positions. (P.L. 95-201)

**EVALUATION METHOD:** Applicants who meet qualification requirements will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities and/or supervisory appraisal, etc., indicate they possess the knowledge, skills and abilities (KSA's) needed to be successful in this position. Applicants must prepare a concise narrative addressing each factor. Failure to submit information requested may negatively affect your eligibility for this position.

**RATING FACTORS:** Please address all of the following rating factors:

1. Ability to provide information and guidance to management and employees regarding matters involving Worker's Compensation.
2. Knowledge of the Office of Worker's Compensation Systems and the Regulations that pertain to Worker's Compensation Systems and the Regulations that pertain to Workers Compensation. This includes 5 CFR and Department of Labor Regulations.
3. Knowledge of and skill in applying a wide range of analytical and evaluative techniques.
4. Ability to establish priorities and to adjust and respond to changing issues, requirements & situations.

**HOW TO APPLY:**

**SOUTHEAST LOUISIANA VETERANS HEALTH CARE SYSTEMS EMPLOYEES:** The application package should include the following items: [VA Form 4078](#): Application for Promotion or Reassignment, [VA Form 5-4676a](#): Employee Supplemental Qualification

Statement (KSA's will be used to determine the best qualified candidates); [VA Form 4667b](#): Supervisory Appraisal of Employee for Promotion.

**The application must be postmarked by the closing date of this announcement.**

THE INFORMATION ABOVE MAY BE SUBMITTED USING ONE OF THE TWO FOLLOWING METHODS:

1. Mail or hand deliver your application to:

**Southeast Louisiana Veterans Health Care System  
1555 Poydras Street  
Suite 1300  
Attn: Human Resources Office  
New Orleans, LA 70112**

**YOUR APPLICATION OR RESUME MUST CONTAIN THE FOLLOWING INFORMATION:**

1. Job announcement number, job title, and grade level.
2. Your full name, social security number, mailing address, and telephone number(s).
3. Education, training, and/or work experience.
4. Information about previous Federal employment (SF-50), including salary (or highest GS level)
5. Country of citizenship.

**WHAT HAPPENS NEXT**

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your eligibility. The qualified candidates will be referred to the selecting official for further consideration and interview.

Application forms are available at <http://www.opm.gov/forms/index.htm> and <http://vaww.va.gov/vaforms/>.

**Employees are responsible for assuring that their Official Personnel Folder contains a complete record of education, training and work experience. (As appropriate)**

**POINT OF CONTACT FOR THIS VACANCY ANNOUNCEMENT: Kendra P. Wilson-Hudson, (504) 556-7160 ext. 2214.**

**APPLICANT'S PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website:

<http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

**INCOMPLETE PACKAGES:** Failure to submit a complete application package, as stated in the announcement, will result in your application not being rated.

**NO POSTAGE PAID ENVELOPE:** In accordance with 18 USC 1719 and USC 3201 the use of postage paid government envelopes for filing job applications is a violation of federal law and regulations.

**PBI INTERVIEWS:** Any interviews that may be conducted will utilize the Performance Based Interviewing process (PBIs). For more information on the performance-based interview process, see <http://www.va.gov/pbi>

**SPECIAL NOTE FOR CTAP/ICTAP ELIGIBLES:** Agency Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Program (ICTAP). Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and copy of their most recent SF50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

**EQUAL EMPLOYMENT OPPORTUNITY:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization or other non-merit factors.

**REASONABLE ACCOMMODATION:** Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

William Insley  
Chief, Human Resources Management

Please visit our VISN website at [South Central VA Healthcare Network](http://www.vsn16.med.va.gov/) or  
[vwww.vsn16.med.va.gov/](http://www.vsn16.med.va.gov/)

*"Employees are the foundation of the Department of Veterans Affairs and the key to our success"*